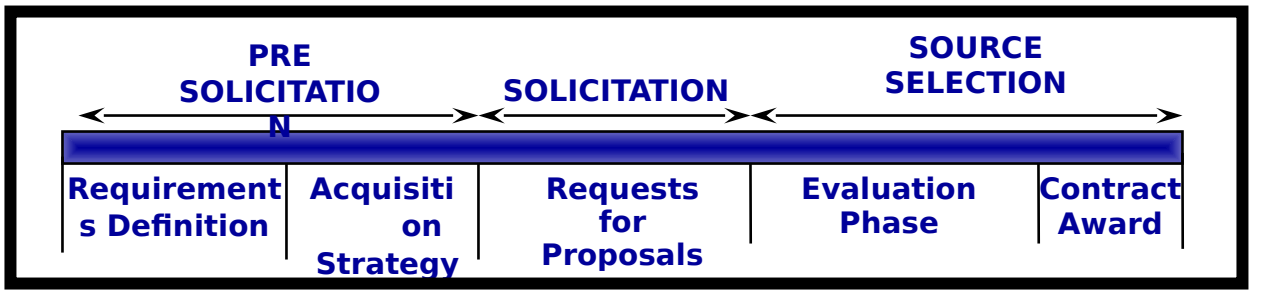
Acquisition Process



Step 1 - Requirements Definition

Requirements Definition

Customer Requirements SOW / SOO

- Assist customer with requirement identification that meets government's minimum needs

Market Research

- Perform market research to determine commerciality, availability, affordability and options
- Perform sources sought as needed
- Help customer develop proper work statement tailored to services (commercial / Performance-based), commodities or construction

Step 2 - Acquisition Strategy

Requirements Definition | **Acquisition Strategy**

- Acquisition Strategy
- Panel (over $5M)
- Acquisition Plan
- Source Selection Delegation
- Source Selection Plan
- Synopsis
- Develop contract which defines relationship between Government and Contractor
- Contract must capture entire scope of program and define responsibilities
- Acquisition must consider small business participation for all contracts expected to exceed $2,500
- Good contracting is essential to a good program
- Bad contracting can ruin a good program
- Good contracting cannot save a poorly defined, planned, or funded program

Step 3 - Request for Proposal

Requirements Definition | **Acquisition Strategy** | **Request for Proposals**

Competition Rules

Formulation

- Proposal Preparation Instructions
- Evaluation Criteria
- Basis of Award

Contract

- Contract Form
- Clauses
- Work Statements
- Specifications
- Delivery Schedule
- Payment Terms

Step 4 – Evaluation Phase

Requirements Definition | **Acquisition Strategy** | **Request for Proposals** | **Evaluation Phase**

Key Principles

- Evaluate in strict accordance with RFP criteria
- Modify RFP if necessary
- Evaluate proposals against standards, not each other
- Avoid technical leveling or transfusion
- Achieve understanding and resolve issues
- Protect all source selection data

Step 4 – Alt 1 (without discussion

Requirements Definition | **Acquisition Strategy** | **Request for Proposals** | **Evaluation Phase**

Receipt of Proposals | **Evaluation** | **Discussions (if required)** | **Final Proposal Revisions** | **Source Selection Decision**

- Identify Deficiencies
- Identify Strengths Weaknesses and Risks
- Score Proposals
- Brief SSA

- Competitive Range Determination

- Proposal Analysis Report
- Price Evaluation Report
- Brief Source Selection Authority
- Decision Document

Step 4 – Alt 2 (with discussions)

Requirements Definition | **Acquisition Strategy** | **Request for Proposals** | **Evaluation Phase**

Receipt of Proposals | **Evaluation** | **Discussions (if required)** | **Final Proposal Revisions** | **Source Selection Decision**

- Clarification Requests (CRs)
- Deficiency Reports (DRs)
- Responses to CRs and DRs
- Face – to – Face Discussions
- Proposal Updates

- Proposal Analysis Report
- Price Evaluation Report
- Brief Source Selection Authority
- Decision Document

Step 5 – Contract Award

Requirements Definition | **Acquisition Strategy** | **Request for Proposals** | **Evaluation Phase** | **Contract Award**

- Approve Contract
- Send out notifications
- Announce Award
- Debrief Unsuccessful Offerors

Post Award

Debrief

- Notification of award:
  - within 3 days
- Debrief: verbal/written
  - within 5 days

Protest

- Before or After Award
- Type: Award or Size
- Authority: Agency or GAO
- Timing: Within 10 days of award or 5 days after

Protest Determination

- Performance suspended
- Resolution:
  - Agency: 35 days
  - GAO: 100